

*****PART-TIME*****

**NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE**

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783

WEBSITE: www.az.ngb.army.mil/hro

EXCEPTED

TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-200T

DATE: 23 JUN 2004

CLOSING DATE: 08 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SECRETARY (OA), GS-0318-05, TC80030000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:

\$26,699 - \$34,714 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

161ST AIR REFUELING WING (SOLDIER SUPPORT CENTER), PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Phoenix Air National Guard**. Individual selected will receive a Permanent appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **Priority consideration will be given to full-time employees before considering outside applicants. PCS funds are not authorized.**

NOTE: This position cannot exceed 20 hours per week.

NOTE: Part time employment of twenty hours per week would equate to half of the salary.

NOTE: APPLICANTS WHO APPLIED UNDER 04-127T WILL HAVE THEIR APPLICATIONS FORWARDED AND NEED NOT REAPPLY.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (161st ARW), qualify for and be placed in the following compatible AFSC/MOS/AOC: N/A

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to type correspondence in proper format.
2. Ability to type a minimum of 60 words per minute.
3. Ability to maintain office files of correspondence, directives, regulations and other information.
4. Ability to operate computers, programs, and associated equipment.
5. Ability to communicate effectively both orally and in writing.
6. Ability to deal with fellow employees as well as higher level management.
7. Ability to work as part of a team.
8. Skills in time management.
9. Skills in office organization.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever forms of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 9 months experience and in which the candidate has performed functions such as composing routine correspondence; maintaining administrative files; maintaining directives and regulations, receiving and distributing incoming and outgoing correspondence, and typing of correspondence.

BRIEF JOB DESCRIPTION: This position is located in an Air National Guard organization or unit with the responsibility of performing clerical and/or technical military personnel work. Its purpose is to independently process unusual and complex procedural and/or substantive work involving a wide variety of procedural and substantive military personnel duties. In addition, the position may be tasked to perform a variety of administrative and other supporting duties that enhance the military personnel function. Review for accuracy all applications for tuition reimbursement. Retrieve missing information by calling member or the respective MPF. Submits applications for tuition reimbursement and maintains copies. Sends letters to each member for submission of grades and proof of payment. Collects grades and proof of payment from members and submits for payment. Maintains copies of tuition reimbursement forms, grades and receipts as well as correspondence relating to the applicant for 5 years. Troubleshoot problems relating to reimbursement claims and follow-up to ensure resolution. If unable to resolve problem refers applicant to state recruiting and retention superintendent or designated representative. Provides a monthly activity log to the recruiting and retention superintendent as directed monitors progress until the work is completed.

SELECTING SUPERVISOR: 1LT TRENT CHAMPION